

Meeting Date 12 June 2023

Status: [] ▾

Motion type: Financial ▾

___ in favour, ___ against

Declared conflicts:

Abstentions or other notes:

Moved by Councillor _____

Seconded by Councillor _____

Policy: Municipal Properties Annual RFPs

BE IT RESOLVED that the Rural Municipality of Victoria adopts the following policy:

1. Title & Definitions

1.1 This Policy shall be known as, and may be cited as, the "Municipal Properties Annual RFPs Policy."

1.2 RFP means 'Request for Proposal'

2. Objectives

2.1 To maximise benefit to the community of Victoria, by enabling Council to make well-informed decisions regarding the use of the properties that the Municipality owns.

2.2 To support the financial sustainability of municipal operations, including supporting the required maintenance on our municipally-owned properties and buildings.

2.3 To give confidence and stability to the occupants of municipal properties, and sufficient notice to occupants that they may plan for the coming year

2.4 To give allow all interested parties an equal opportunity to put forward proposals for the use of municipal facilities, and to have those proposals be fairly considered by Council.

3. Principles for issuing RFPs

The following principles will guide the issuing of RFPs for municipal properties,

3.1 The CAO shall issue, in October of each year, an RFP for all municipally-owned properties that do not have a confirmed lessor in the following year, or whose leases will expire in the next 1 or 2 years, asking for proposals or expressions of interest to be received by the end of November.

3.2 The RFP will include a description of the property and any buildings, it's approximate value, and the best estimate of an annual cost for its operation and upkeep.

3.3 RFPs will note whether proposals are welcomed for annual rentals, multi-year rentals, or purchase of the property.

3.4 RFPs will be published, at minimum, in the municipality's email newsletter, on the municipal website, on two physical noticeboards in the community (at the post office and the old school hall).

3.5 RFPs will be communicated directly to the current tenants/users of each municipal property, by email and phone, until they have confirmed receipt of the RFP, and they will be invited to submit an application.

3.6 The RFP will include a template application form,

3.7 The RFP will outline the criteria by which Council will assess proposals.

4. Principles for assessing and deciding on Proposals Received

4.1 The Criteria by which Council will assess proposals will include, but not be limited to:

- Financial Sustainability of the property
- Compliance with Development Bylaws & Official Plan
- Benefits and impacts on the community of Victoria

4.2 Council shall aim to make a decision on the use for all properties for the following year, by the end of December.

I certify that this is a true copy of the resolution.

Deputy Mayor
Shelley Trainor

Chief Administrative Officer
Anna Keenan